

#### **AHS Board and Executive Expense Report**

Name:Sandy EdmonstoneTitle:AHS Board MemberLocation:CalgaryExpenses approved during the month of January 2024

						TI	ravel (1)						
Approved MMM-YY	Source Document	Purpose	Ai	rfare	Meals	Acco	mmodation	Other Fravel	otal ravel	Professional Development (2)		Working Sessions losting and Hospitality (3)	Other (4)
	P-Card	Meetings							-				
	Expense Claim	Meetings			216			1,159	1,376				
Jan-24	Direct Bill	Meetings		735			385		1,120				
Total			\$	735	\$ 216	\$	385	\$ 1,159	\$ 2,495	\$	-	\$-	\$

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the Month $ 2,495
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Maximum daily single meal expense claimed in the month	\$ 27
Maximum daily base hotel rate claimed in the month	\$ 359
Non economy air travel in the month	\$ -

#### 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

#### 2) Professional Development

Includes conference, seminar and course registration fees and material

#### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

#### 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report



AHS - AP Processing - Internal Use Only

Voucher #

Naming Convention:

T4A/NR Applicable? - If yes, indicate line & amt

## BOARD MEMBER EXPENSE CLAIM FORM

SECTION	1: PAYE	E INFORMAT	ION							
Name:	Sandy Ed	Imonstone						Expense Month:	e Period	Nov-23
Address:					•	City:				
Province:				Postal Code:			Country	r:	Canada	
Reason for I	Expense			ded Premier an Meeting (Nover						ncing the refocusin I Meeting.
SECTION	2: FINAN	ICE CODING	& TOTAL CLA	MM						
<u>Descri</u>	iption	<u>Corp/BU/Or</u> ष्र	Location (If applicable)	<u>F</u> <u>Cer</u>	ΓX		ense/ ary Acct	<u>Total</u> (Note: This column will auto		
Meals (A)		<u>_</u>								\$145.45
Travel Exp	(B+C+E)									\$920.79
Other (D)										\$40.30
	TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE \$1,106.54									
SECTION	3: AUTH	ORIZATION -	Note: Electro	onic or digital	signatu	es are not a	ccepte	d		
such policy to I attest the ex behalf from Al	the best of m penses enclos lberta Health	y understanding ar sed in this claim are Services or any oth	nd belief. for valid business p er Organization.		Health Servi	ces Board and that	t this claim	n has not b	been previou	ed are in compliance wit isly claimed by me or on vided below.
Claimant (Pri	int Name)		Signature: I, by	signing this form, attest t	hat I am comp	iant to all the above st	atements	Date		Phone#
Sandy Edn	nonstone							Dec 14,	2023	
such policy to I attest the exp or on their bel	the best of m penses enclos half from Alb	y understanding ar ed in this claim are erta Health Service:	nd belief. for valid business p s or any other Orgar	ourposes for Alberta I	Health Servi	ces Board and that	t this claim	n has not b	peen previou	ed are in compliance wit Isly claimed by the claima vided below.
Approved by	y (Print Name	e)			Position	Title/Program G	roup			
Dr. Lyle Ob	berg				Executiv	/e Chair				
Signature: I,	by signing this f	form, attest that I am co	ompliant with all the abov	ve statements	-				Date	
		-							Decem	ber 28, 2023
Health and Pe				nder the authority of s (FOIP) Act, respective						c) and 34(2) of the Freedon.

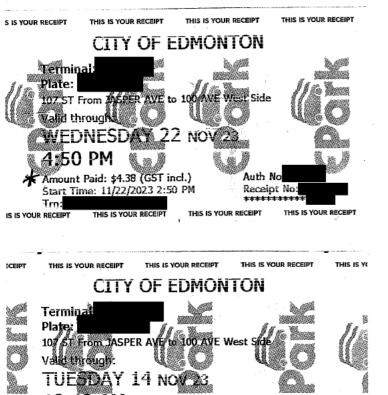
December 14, 2023

Michael Lam, Acting VP Corporate Services & CFO Date

For payment please submit to:

14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention:

Carry forv	vard from Section 1										
Name:	Sandy Edmonstone							Expense Month:	Period	Nov-23	
Comp	letion of the "cost effective				-	-	ect "No" in th tion below	nis colum	n, Furth	er Explana	ation is
Rationale	is Required for expense	-						umentation	must be a	attached to t	his form)
SECTION 4	4A: BOARD MEMBER - T	RAVEL EX	PENSE	CLAIM							
	Members follow the <u>Gover</u>										
	neal allowances outside Ca x C for USA, <u>Appendix</u>	nada, the G D for Interna	• •	redire	cts to th	e National	Joint Coun	CII (NJC) 1	travel di	rective for	rates
			-	llowanc	e <mark>OR</mark> Red	eipt)(A)					
<u>Date</u>	<u>Description: (include purpose</u> of trip, mode of travel, starting point, details of expenditure)		ost Allowance V ctive Within Canada		With Receipt <u>or</u> Allowance Outside Canada		Accom- modation (B)	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize)	<u>Mileage km</u> (E)	
		used?	<u>Meal</u> Type	Allow- ance	<u>Meal</u> Type	<u>Amount</u>	101	(C)		(0)	
7-Nov-2023	Mileage from residence to Edmontor to attend Premier and Minister of Health's Press Conference; return or Nov 8, 2023.	Ves	BL-\$20.80	\$20.80							602
7-Nov-2023	Accommodation expense, no receip	Yes								<b>\$20.1</b> 5	
8-Nov-2023	Breakfast and lunch per diems.	Yes	BL-\$20.80	\$20.80							
13-Nov-2023	Mileage from residence to Edmontor to attend Board Meeting and return on Nov 14, 2023.		BLD-\$41.55	\$41.55							602
13-Nov-2023	Accommodation expense, no receip	Yes								<b>\$20.1</b> 5	
14-Nov-2023	Parking to attend Board Meeting at SSP.							\$4.	38		
14-Nov-2023	Daily per diems.	Yes	BLD-\$41.55	<b>\$41.5</b> 5							
22-Nov-2023	Mileage from residence to Edmontor and return to attend Board Meeting.	Yes									602
22-Nov-2023	Parking to attend Board Meeting at SSP.	Yes						\$4.	38		
22-Nov-2023	Dinner per diem.	Yes	D-\$20.75	\$20.75							
	Total: (amount auto fills to	page 1)	-	\$145.45		\$0.00	\$0.00	\$8.	76	\$40.30	1,806.00
	Γ	BOA	ARD MEN	IBER	Mileage	Rate	0.	505	Total I	Vileage	\$ 912.03



Auth No Receipt No: \*\*\*\*\*\*

TUESDAY 14 NOV 2

Amount Paid: \$4.38 (GST incl.) Start Time: 11/14/2023 8:40 AM

10:40 AM

Trn



AHS - AP Processing - Internal Use Only

Voucher #

Naming Convention:

T4A/NR Applicable? - If yes, indicate line & amt

### BOARD MEMBER EXPENSE CLAIM FORM

SECTION	I 1: PAYE	E INFORM							
Name:	Sandy Ed	Imonstone					Expense Month:	Period	Dec-23
Address:					City:				
Province:				Postal Code:		Country:		Canada	
Reason for	Expense	Attended B	oard Meeting and	Board Orientat	ion in Edmonton or	n December	11, 202	3.	
SECTION	I 2: FINAN		NG & TOTAL CL	AIM					
<u>Descr</u>	iption	<u>Corp/BU/O</u> rg	Location (If applicable)		<u>unctional</u> htre/Primary	<u>Expe</u> Seconda		(Note: Th	<u>Total</u> nis column will auto fill)
Meals (A)									\$71.00
Travel Exp	(B+C+E)								\$198.11
Other (D)									\$0.00
			3	TOTAL AMOUNT	PAYABLE BY ACC	COUNTS PA	YABLE		\$269.11
SECTION	I 3: AUTH	ORIZATIO	N - Note: Electro	onic or digital	signatures are no	ot accepted			
		d understand t ny understandi		rta's Travel, Meal and	d Hospitality Expenses Po	licy, and confirm	n expense	es being clai	med are in compliance with
l attest the ex	penses enclo	sed in this clair	-		Health Services Board ar	nd that this clain	n has not	been previo	ously claimed by me or on
l attest that e	expenses subr	nitted in this cl	aim have <mark>b</mark> een incurred	by using a cost effec	tive method, otherwise r	ationale and su	pporting a	nalysis is pr	rovided below.
Claimant (P Sandy Edr			Signature: I, by	signing this form, attest t	hat I am compliant to all the ab	pove statements	Date Dec 21,	2023	Phone#
Sanuy Eur	nonstone						Dec 21,	2023	
such policy to I attest the ex	o the best of n openses enclo	ny understandi osed in this clair	ng and belief.	purposes for Alberta	d Hospitality Expenses Po Health Services Board ar			-	med are in compliance with ously claimed by the
l attest that e	expenses subr	nitted in this cl	aim have been incurred	by using a cost effec	tive method, otherwise r	ationale and su	pporting a	nalysis is pr	rovided below.
Approved b	<b>oy</b> (Print Nam	e)			Position Title/Progra	m Group			
Dr. Lyle O	berg				Executive Chair				
Signature:	I, by signing this	form, attest that I	I am compliant with all the ab	oove statements	-			Date	
								January	08, 2024

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

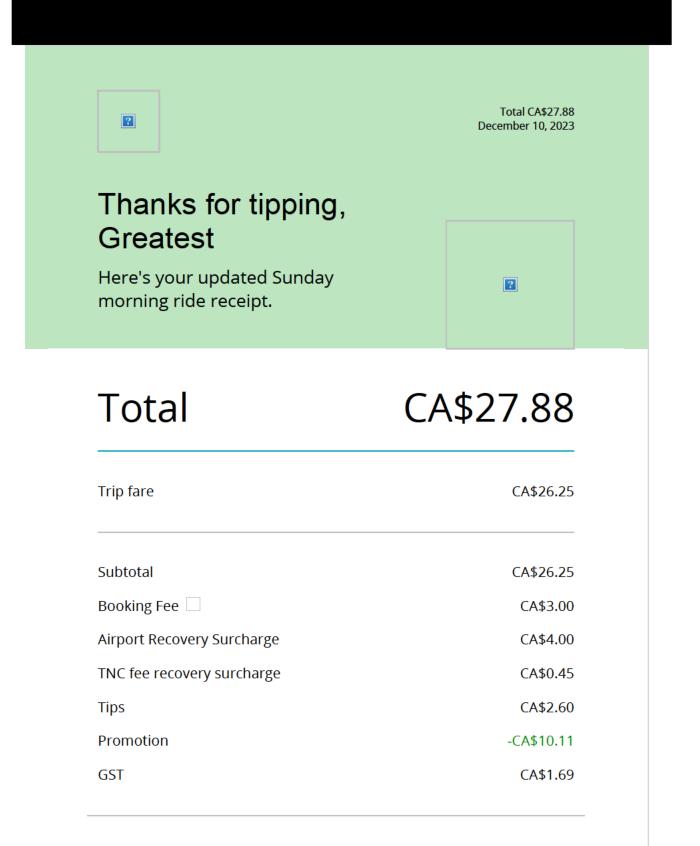
January 02, 2024

Michael Lam, Acting VP Corporate Services & CFO Date

#### For payment please submit to:

## 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention:

Carry for	ward from Section 1									
Name:	Sandy Edmonstone							Expense Period Month:	Dec-23	
Comp	letion of the "cost effective n						ect "No" in t ction below	his column, Furti	her Explar	nation is
Rational	e is Required for expenses	-						umentation must be	attached to	this form)
SECTION	4A: BOARD MEMBER - TR									
	d Members follow the			Fynen	ses Pol	icv	al Joint Cou		directive f	or rates
	ix C for USA, Appendix E		-	, rouin						
			Meal (A	llowanc		ceipt)(A)				
<u>Date</u>	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	trip, mode of travel, starting oint details of expenditure) Effective Within Canada Canada		<u>Accom-</u> modation ( B )	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize) (D)	Mileage km (E)			
		used?	<u>Meal</u> Type	<u>Allow-</u> ance	<u>Meal</u> Type	<u>Amount</u>		(C)	(2)	
10-Dec-2023	Taxi from residence to YYC. To travel to Edmonton for Board Meeting and Orientation.	Yes						\$27.88		
10-Dec-2023	Lunch per diem.	Yes	L-\$17.00	\$17.00						
10-Dec-2023	Taxi from YEG to Fairmont Hotel.	Yes						\$38.32		
10-Dec-2023	Dinner per diem.	Yes	D- <b>\$</b> 27.00	\$27.00						
11-Dec-2023	Taxi from hotel to SSP.	Yes						\$8.17		
11-Dec-2023	Taxi from SSP to YEG.	Yes						\$51.74		
11-Dec-2023	Dinner per diem.	Yes	D- <b>\$</b> 27.00	<b>\$27.00</b>						
11-Dec-2023	Taxi fro YYC to residence.	Yes						\$72.00		



Payments



<u>Visit the trip page</u> for more information, including invoices (where available)

Switch Payment Method

**Download PDF** 

You rode with

4.97 Rating

Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns

?

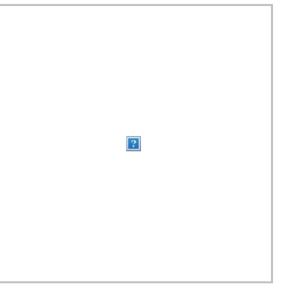
Every rideshare trip in Calgary is insured for a covered auto accident by Economical Insurance.

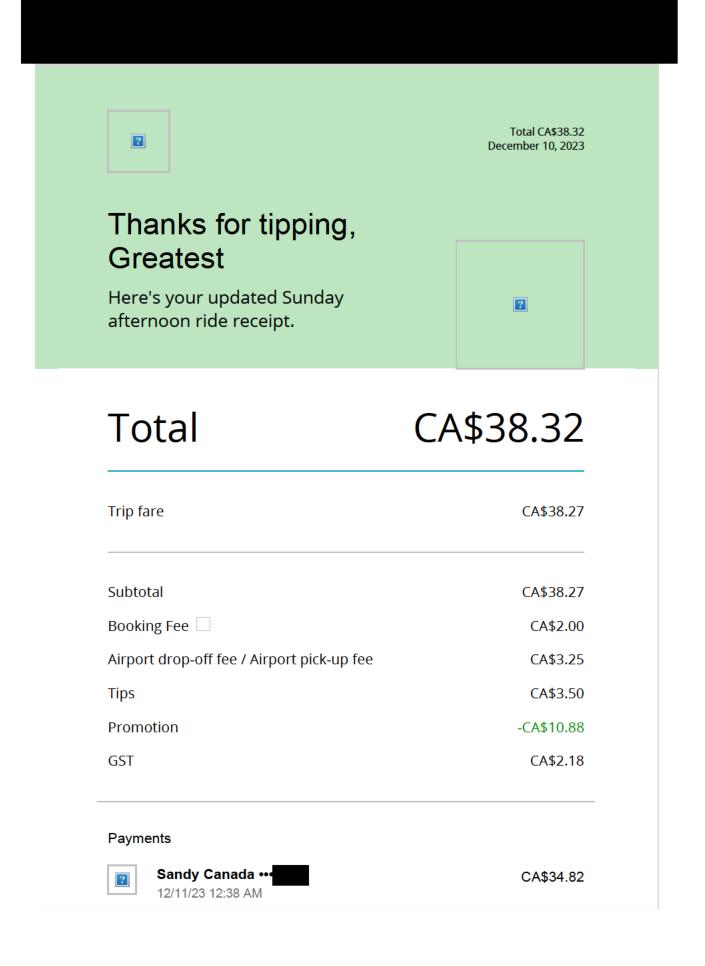
Learn more

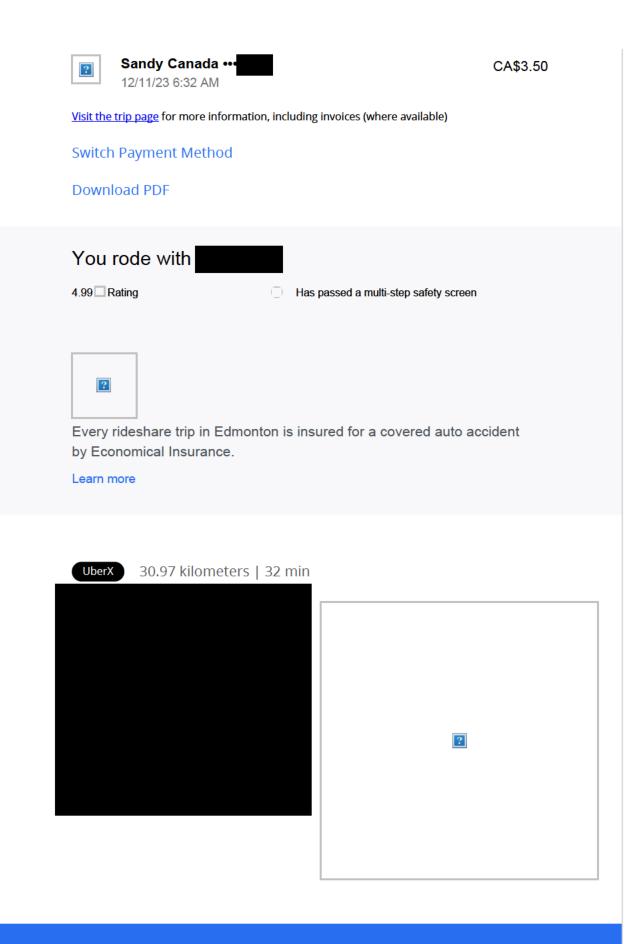


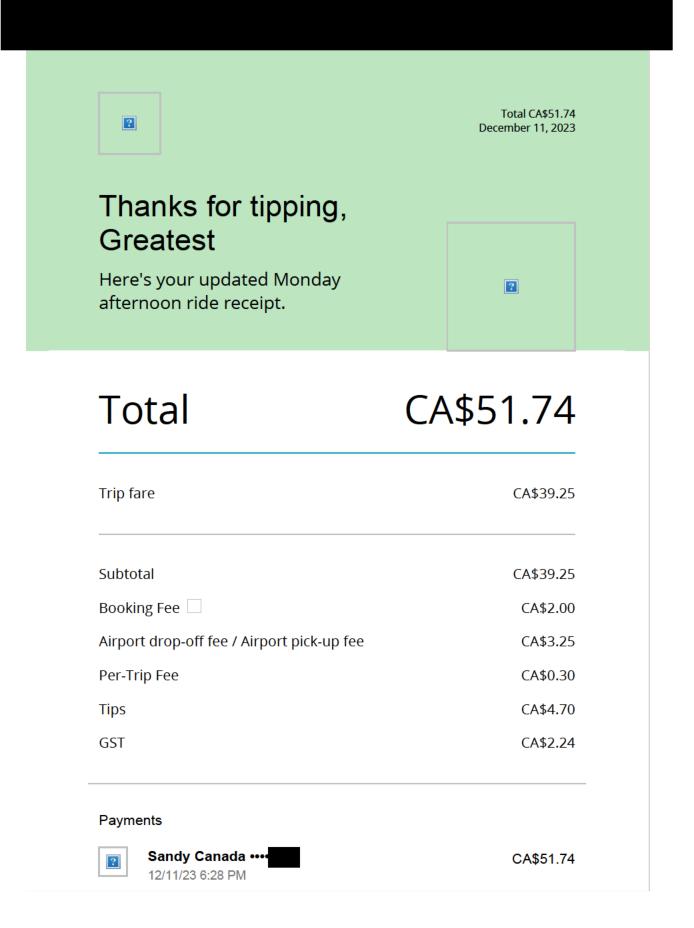
#### 21.18 kilometers | 23 min











Visit the trip page for more information, including invoices (where available)
Switch Payment Method
Download PDF
You rode with
4.99 Rating Has passed a multi-step safety screen
Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.
Learn more
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Report lost item Contact support My trips

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Driver Car #		Date <u>Pec</u>	72.00	-

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#### **Expense Report Direct Bill Summary**

#### **Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for Public Disclosure reporting.

#### **Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

#### **Direct Bill Report**

YES

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor
  - (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- Refer to Quick Reference Guide for: <u>Providing a Standard Business Reason(s)</u>
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period:

Name : Sandy Edmonstone	Reporting Period for the Month of :	Jan-24
-------------------------	-------------------------------------	--------

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
8-Dec-2023	Direct Billing		Flight from Calgary to Edmonton to attend Board Meeting and Board Orientation session on December 11, 2023 and return	Vision Travel DT Ontario-West Inc	\$735.25
10-Dec-2023	Direct Billing		Attend Board Meeting and Board Orientation session on December 11, 2023. No Standard rooms available at time of booking	Fairmont Hotel MacDonald	\$435.98
10-Dec-2023	Direct Billing		Attend Board Meeting and Board Orientation session on December 11, 2023. No Standard rooms available at time of booking	Fairmont Hotel MacDonald	-\$51.42
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in th	e Month				\$ 1,119.81



Vision Travel DT Ontario-West Inc 9929 - 108th Street Edmonton AB T5K 1G8 833-692-4120

www.dt.ca GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: Issued: 08 December 2023

Agency Ref.: Sales Person: Kristen VanRoijen

Customer Number: Customer Ref.:N/A

ALBERTA HEALTH SERVICES

Passenger(s):

EDMONSTONE/SANDY L

# Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada - click here

Please <u>click here</u> upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Sun	day, Dec	ember 1	0 2023		Add To Calendar
Air Canada	Flight	Ec	onomy Class		
Depart	Calgary,	Alberta	Weather	Arrive	Edmonton, Alberta Weather
	Calgary	Internatio	nal Airport		Edmonton International Airport
	12:35 PM	/I Sunday	, December 10 2023		01:32 PM Sunday, December 10 2023
Duration:		0 hour	(s) and 57 minute(s)	Non-stop	
Status:		Confin	med - Air Canada Boo	king Reference	
Operated B	y:	AIR C	ANADA EXPRESS	JAZZ	-2
FF Number:	•		- EDMONST	ONE/SANDY L	<ul> <li>please reconfirm at check-in</li> </ul>
Online Che	ck In:	Availa	ble 24 hours prior - cli	<u>ck here</u>	
Baggage A	llowance:	0 Piec	e(s)		
Remarks:		PLEA	SE CHECK IN WITH	AIR CANADA E	EXPRESS JAZZ

AIR - Monday, December 11 2023			Add To Calendar		
Air Canada	a Flight	Ecor	nomy Class		
Depart	Edmontor	n, Alberta	Weather	Arrive	Calgary, Alberta Weather
	Edmontor	Internatio	onal Airport		Calgary International Airport
	06:15 PM	Monday,	December 11 2023	1	07:13 PM Monday, December 11 2023
Duration:		0 hour(s	) and 58 minute(s)	Non-stop	
Status: Confirmed - Air Canada Booki		king Reference	e:		
Providence of the second second second second second		AIR CANADA EXPRESS - JAZZ			
FF Number: - EDMONS		- EDMONST	ONE/SANDY L	- please reconfirm at check-in	
Online Check In: Available 24 hours prior - <u>click he</u>		ck here	<ul> <li>International Auditor transmission and and autoritation and a the California Annual Annua Annual Annual Annu</li></ul>		
A STATE OF A		0 Piece(s)			
Remarks:		PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ			

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:					
Air Canada	622.00	113.25	0.00	0.00	735.25
N N				Billed to:	
Totals:	622.00	113.25	0.00	0.00	735.25
			Total Credit Ca	rd Billing:	735.25
				ance Due:	0.00



10065 100 Street NW Edmonton, AB, T5J 0N6 Tel: 780-424-5181 Fax: 780-429-6481 G.S.T. Registration # 846543619	Room Folio # Cashier # Reference # A/R #:	
Alberta Health Services P.O.Box 1600 Edmonton AB T5J 2N9 Canada	Invoice #	
Guest Name : Sandy Edmonstone Group Name :	Arrival Departure Page #	: 12-10-23 : 12-11-23 : 1 of 1

Date	Description	Additional Information	Charges	Credits	
12-10-23	Package Charge		407.00		
12-10-23	Room - Destination Marketing Fee		12.21		
12-10-23	Room - GST		20.96		
12-10-23	Room - AB Tourism Levy		16.77		
	GST Summary	Total Charges	456.94		
Roor		Total Credits		0.00	
F&E			GST short paid,		
Othe					
Tota	l 20.96	Balance	total invoice paid= \$435.98	456.94	

#### Thank you for choosing Fairmont Hotel Macdonald

To provide feedback about your stay, please contac

We also invite you to share memories of your experience on our community forum - visit fairmontmoments.com

For information or reservations, visit us at <u>www.fairmont.com</u> or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au <u>www.fairmont.com</u> ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat) credit to my account. (At participating hotels.) Je me porte personnellement responsable du réglement total de cette note au cas où la compagnie. l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du lundi au vendredi) et de 2.00\$ le samedi. (Dans les hôtels participants.)



10065 100 Street NW Edmonton, AB, T5J 0N6 Tel: 780-424-5181 Fax: 780-429-6481 G.S.T. Registration # 846543619	Room Folio # Cashier # Reference # A/R #:		
Alberta Health Services P.O.Box 1600 Edmonton AB T5J 2N9 Canada	Invoice #		
Guest Name : Sandy Edmonstone Group Name :	Arrival Departure Page #	: 12-10-23 : 12-11-23 : 1 of 1	

Date	Description	Additional Information	Charges	Credits
12-11-23	Room Adjustment	Adjusting rate to \$359+tax	-48.00	
12-11-23	Room - Destination Marketing Fee		-1.44	
12-11-23	Room - GST		-2.47	
12-11-23	Room - AB Tourism Levy		-1.98	
	GST Summary	Total Charges	-53.89	
Roon	n -2.47	Total Credits		0.00
F&B	0.00			
Othe	r 0.00		GST not included,	
Tota	l -2.47	Balance	adjustment=	-53.89
			\$51.42	
Thank you for choosing Fairmont Hotel Macdonald				

To provide feedback about your stay, please contact

We also invite you to share memories of your experience on our community forum - visit fairmontmoments.com

For information or reservations, visit us at <u>www.fairmont.com</u> or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au <u>www.fairmont.com</u> ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat) credit to my account. (At participating hotels.) Je me porte personnellement responsable du réglement total de cette note au cas où la compagnie. l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du lundi au vendredi) et de 2,00\$ le samedi. (Dans les hôtels participants.)